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TO : Chief, Logistics Office

DATE: 10 September 1953

FROM : Chief, Inspection and Review Staff

SUBJECT: Weekly Activity Report

1. General.a. O & M Service Survey of DD/P Logistics Functions (continued item)

- (1) Fact finding phase of survey of NEA Division logistics functions was completed 4 September 1953.
- (2) Initial draft of NEA Division report should be available for review by Logistics representatives approximately 14 September 1953.
- (3) Fact finding phase of survey of FE Division logistics functions will be initiated approximately 14 September 1953.
- (4) As a "by product" of Logistics Office participation in this survey, a listing of 16 statements of Area Division logistics problems has been prepared for information of Logistics Office organizations concerned. These problem areas will be discussed with appropriate division representatives.

2. Projects and Studies in Process.a. Development of Inspection Check List (continued item)

Met with representatives of the Air Inspector General, Headquarters USAF, in order to obtain information relative to inspection procedures and obtain copies of regulations and inspection check lists.

3. Other Items of Interest.a. Important Meetings (completed item)

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- (1) Meeting was held with Mr. [REDACTED] Chief, Inspection & Review Staff, DD/P, 8 September 1953. Mr. [REDACTED] 25X1A9a indicated that the establishment of an Inspection and Review Staff within Logistics Office is most desirable and concurred in the proposed statement of mission and functions therefor. As a result of this meeting

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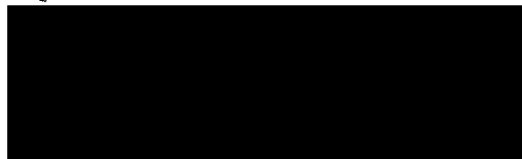
[REDACTED], DD/P, will serve as the point of contact within the DD/P complex concerning Logistics Office, Inspection & Review matters.

4. (5) Major Objectives.

a. Review of Logistics Office Organizational Elements (continued item)

- (1) Completion of the review of Administrative Staff organization, functions and staffing is postponed until approximately 21 October 1953 by direction of the Chief, Logistics Office.
- (2) Initial draft of proposed procedure and schedule for the review of remaining Logistics Office organizational elements has been prepared.

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